

Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management (1772)
1594 West North Temple
P.O. Box 146301
Salt Lake City, UT 84114-6301
538-4700

Records Officer Robin Hutchins

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AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10459

3

TITLE: Apportionment records

DATES: 1992-

ARRANGEMENT: Alphanumerical by card file number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are created by the agency's federal aid accounting technician in order to keep track of the apportionment and expenditure of federal grant money. Information includes amounts of federal apportionments and names and dates of projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

Aperture cards: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on administrative need as expressed by this office.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 10459

TITLE: Apportionment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10471

TITLE: Disabled hunting registration certificates

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The Wildlife Resources Division creates these records to authorize individuals to take protected wildlife from a vehicle if they are paraplegic or otherwise permanently disabled as provided under UCA 23-20-12 (1992). The certificates are valid for one year. Documents are created electronically and stored in a data base. Files include application, agent copy of Dura image paper, and any attached documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years after license expires and then destroy.

Computer data files: Retain in Office until indefinitely.

APPRAISAL:

Administrative Legal

This disposition is based on administrative need as expressed by the agency.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 10471

TITLE: Disabled hunting registration certificates

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 24424

3

TITLE: Employee travel reimbursements

DATES: 1998-

ARRANGEMENT: Alphabetical by employee's last name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 09/16/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 24424

TITLE: Employee travel reimbursements

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social Security numbers, employee home addresses.

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10463

3

TITLE: Free fisher license for qualified applicants

DATES: 1992-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records are created by the Division of Wildlife Resources for the purpose of licensing eligible citizens to fish as authorized under UCA 23-19-36 (1992). Information includes application, physician's statement, nature of disability, residential information, physical description, and other personal data.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office until indefinitely.

APPRAISAL:

Administrative Legal

This disposition is based on administrative need as expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10460

3

TITLE: Hunting and fishing license sales certifications

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are created by this office to certify the number of citizens licensed to hunt and fish in the state so the information may be used to determine the amount of annual federal aid apportionment. Information includes amount of apportionment and number of individuals licensed to hunt or fish each year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

Administrative Fiscal

This disposition is based on administrative need as expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 24440

3

TITLE: Interagency transactions

DATES: 1998-

ARRANGEMENT: Numerical by agency number; thereunder, numerical by interagency transaction number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION:

Retain 3 years after end of the fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

AUTHORIZED: 09/27/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of fiscal year in which they were initiated and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 24440

TITLE: Interagency transactions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10461

3

TITLE: Lifetime combination hunting and fishing license applications

DATES: 1984-

ARRANGEMENT: Numerical by lifetime license number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are created by the Division of Wildlife Resources in order to document and monitor the application and licensing of citizens applying for a lifetime license. The records are also used to keep the computer files current in order that each lifetime license holder receives an up-to-date and accurate combination hunting and fishing license each year. Information includes application, changes of address, changes in physical description, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office until death of licensee and then delete.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 10461

TITLE: Lifetime combination hunting and fishing license applications

(continued)

APPRAISAL:

Administrative

This disposition is based on the agency's need to use the data for statistical purposes.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 24441

3

TITLE: Motorpool and warehouse billings

DATES: 1998-

ARRANGEMENT: Chronological by accounting period

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION:

Retain in office 3 years after end of fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

AUTHORIZED: 09/27/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of fiscal year in which they were initiated and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 24441

TITLE: Motorpool and warehouse billings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10470

3

TITLE: Nonresident hunting and fishing license requests

DATES: 1992-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records are created by the Division of Wildlife Resources to license or grant permits to nonresidents by mail to allow them to hunt or fish in Utah. Information includes personal data and fees charged. Licenses are valid for periods varying from one day to the entire season.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after license expires and then destroy.

APPRAISAL:

Administrative

This disposition is based on administrative need as expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 24423

3

TITLE: Payment vouchers

DATES: 1998-

ARRANGEMENT: Numerical by voucher number

ANNUAL ACCUMULATION: 22.00 cubic feet.

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 09/16/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 24423

TITLE: Payment vouchers

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social Security numbers, home addresses.

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10462

3

TITLE: Project documentation files

DATES: 1992-

ARRANGEMENT: Alphanumerical by project

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are created by the Division of Wildlife Resources to document the receipt and use of federal grants from the United States Fish and Wildlife Service. Information includes beginning and ending dates for each project, the amounts of funds apportioned for the project, and the accomplishments of the project.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Maps: Retain in Office permanently.

Photographs: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the record's research value in tracking the expense of federal funds in the activities of the state's Division of Wildlife Resources.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 10462

TITLE: Project documentation files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 24425

3

TITLE: Purchase orders

DATES: 1998-

ARRANGEMENT: Numerical by purchase order number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These purchase orders document accounts payable information and serve as backup documentation for the payment vouchers (see record series 24423). They are processed through the state accounting system and document the expenditure of cash and the appropriate supporting information. May include payment invoices, purchasing records, and travel reimbursements. Information includes vendor name, number and contact information; purchase order number; dates ordered and received; quantity, description/stock number, unit price, amount and total amount; cost codes and approving signature.

RETENTION:

Retain 7 years after the end of the fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 09/27/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 24425

TITLE: Purchase orders

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 24439

3

TITLE: Purchase requisitions

DATES: 1998-

ARRANGEMENT: Numerical by requisition number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Orders used to document the purchase transaction and to notify the agency of purchase approval. Includes purchase requisition forms, signed purchase orders and any other pertinent data dealing with items that were put out on bid.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 9.

AUTHORIZED: 09/27/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

SERIES: 24439

TITLE: Purchase requisitions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Fiscal Management

SERIES: 10464

3

TITLE: Rejected license agent applications

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are created by the Division of Wildlife Resources to document the rejection of certain individuals to be license agents for the division. Information includes business and financial data as well as comments and recommendation of agency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office until indefinitely.

APPRAISAL:

Administrative Fiscal

This disposition is based on administrative need as expressed by the agency.

PRIMARY CLASSIFICATION:

Private